OFFICE BUILDING AND OFFICE SECURITY SURVEY FORMS AND REFERENCE MATERIAL

SDPD Neighborhood Policing Resource Team

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This paper contains reference material for the elements of security surveys of an office building and an office in the building. The section numbers correspond to the areas of evaluation in the survey forms that are included at the end of this paper. The letters correspond to the specific items in the survey. Items that need attention can be checked and corrective measures identified from this material.

Part I contains material for a security survey of the building. It deals with: (1) doors, (2) windows and other openings, (3) lighting, (4) landscaping, (5) signs, (6) property condition, and (7) security measures.

Part II contains material for a security survey of an office. It deals with its physical elements: (1) doors, (2) windows, (3) signs, and (4) security measures. Prevention tips for personal safety and security of office employees and measures to prevent robberies, burglaries, check and credit card fraud, computer security and crimes, and internal theft are in several files on the SDPD's website at **www.sandiego.gov/police/prevention/tips.shtml.**

You can do this survey by yourself or call the SDPD Community Relations Officer (CRO) in your area to arrange for a free security survey. SDPD division addresses and phone numbers are listed below.

SDPD AREA STATIONS

Central	2501 Imperial Ave. SD 92102	(619) 744-9500
Eastern	9225 Aero Dr. SD 92123	(858) 495-7900
Mid-City	4310 Landis St. SD 92105	(619) 516-3000
Northeastern	13396 Salmon River Rd. SD 92129	(858) 538-8000
Northern	4275 Eastgate Mall SD 92037	(858) 552-1700
Northwestern	12592 El Camino Real SD 92130	(858) 523-7000
Southeastern	7222 Skyline Dr. SD 92114	(619) 527-3500
Southern	1120 27th St. SD 92154	(619) 424-0400
Western	5215 Gaines St. SD 92110	(619) 692-4800

I. OFFICE BUILDING SECURITY REFERENCE MATERIAL

1. DOORS

a. Hardware

Single-swing wooden doors are either of solid or hollow-core construction. All such exterior doors should be solid, at least 1-3/4 inches thick, and have a deadbolt lock. For added security wooden doors can be reinforced with 16-gauge sheet metal.

Double doors are either of wood, metal, or glass with aluminum-framed construction. The glass in doors should be of a type that is not easily broken. (See the material on glass strength in Sec. I.2.) All double doors should have flush bolts installed at the top and bottom of the inactive door. These offer additional security because intruders cannot easily get them unlocked when the door is properly secured. The bolts should be made of steel and have a throw of at least 1 inch.

Motion detectors used to open or unlock exit doors from the inside when a person approaches the door need to be set far enough back from the door so a person outside the door cannot slip something between the door and the frame of a single door or between the doors in a set of double doors to create motion on the inside and thereby open a door. Or install a shield on the outside of the door so a person on the outside cannot slip anything between the door and the frame or between the doors.

Doorknob locks offer no security. Burglars can easily defeat them. All doors should have high-quality deadbolt locks, as discussed below.

Hinges should be located on the interior side. Doors with exterior hinges can be a problem if their pins can easily be removed. Then the door can be opened from the outside. Pins can be secured in various ways, depending on the construction of the door and frame. One way to secure pins in solid wood doors and frames is as follows:

- Drill a 1/2-inch deep hole in the side of the door just above the hinge.
- Insert a 1-inch screw or nail in the hole and leave ½ inch protruding.
- Close the door until the screw or nail contacts the frame.
- Drill a 1/2-inch deep hole in the frame at this point. The screw or nail will fit into this hole when the door is closed to secure the door.

Peepholes with a wide-angle (180 deg) viewer should be installed in all solid exterior doors. They allow persons at the door to be identified without them knowing they are being observed.

Deadbolt locks are of two basic types, single-and double-cylinder. The former has a thumb turn on the inside. The latter requires a key to lock or unlock the door from either side. It is not permitted in the Fire Code. Deadbolts should have the following characteristics:

- Throw of at least 1 inch
- Free-spinning and tapered or angled outer edge of the cylinder guard to make it difficult for a burglar to twist off the lock
- Solid brass, bronze, or steel exterior
- Steel rods or bolts at least ¼-inch in diameter connecting the exterior of the lock to the inside part
- 5-pin tumbler system locking mechanism
- Changeable locking cores
- Resistant to “bumping”

Strikes are the metal plates that are attached to the doorframe or jamb to receive the latch or bolt throw. They should be of heavy-duty construction and installed with at least 4 screws that are 3 to 4 inches long and anchored securely into a wall stud. Otherwise, they become a weak link in door security.

Crossbars, e.g., a metal bar or 2 x 4 inch piece of wood placed in brackets mounted on both side of a door, can be an effective locking mechanism for exterior doors that have an interior swing. Slide bolts made of heavy gauge steel can also be effective.

Padlocks need to withstand assaults with a large bolt cutter or pry bar. They should have the following characteristics:

- Hardened steel shackles at least 9/32 inches in diameter -- stainless steel or heavier shackles offer additional security.
- Double-locking mechanism at the fixed and movable ends (heel and toe)
- 5-pin tumbler
- Key opening -- combination locks typically have very weak bodies
- No readable key code numbers -- numbers on the lock should be recorded and eliminated
- Key retention, which prevents the key from being removed when the lock is open an reminds people to keep the lock closed so that a burglar cannot "borrow" it to have a key made for use at a time when the property is vacant
- Resistant to "bumping"

It is even better to use a shielded (shrouded-shackle) padlock that is designed to protect against bolt cutters. Padlocks should be kept closed when not in use to prevent their removal.

Panic deadbolts operated by push-bars can be used to secure secondary exits that are designated for emergency use only. They can be alarmed to ring a bell or sound a horn when the door is opened.

Latch guards are steel plates that are attached to doorframes to prevent the locking mechanism from being defeated. They also prevent objects from being inserted between the door and the frame that would be used to damage the door itself.

b. Visibility

Glass doors facing the street or parking lot should be kept clear so receptionists and security guards in the lobby can see who is approaching the building.

2. WINDOWS AND OTHER OPENINGS

a. Locking Means

Do not rely on the locking means supplied with your windows. Additional security measures are usually necessary.

Louvre windows are difficult to secure because the individual panes can easily be removed. This can be made more difficult by applying a two-part epoxy resin to glue the panes together. However, it is much better to replace this type of window with solid glass or some other type of ventilating window.

Sliding-glass windows can be secured by secondary locking devices such as: a pin in the upper track that extends downward through the inner window frame and into the outer window frame, a thumbscrew-type lock mounted on the top or bottom track, a wooden or metal dowel placed snugly in the lower track to prevent horizontal movement, and a few metal screws in the track above the window to prevent vertical movement.

b. Glass Strength

Windows in building lobbies are usually made of tempered or safety glass, which shatters easily when hit with a sharp object. This can be prevented by using laminated glass or clear acrylic plastic in these windows. The former has plastic sheets between layers of glass. It looks like safety glass but will not shatter easily, even after repeated blows. The latter is also shatterproof but has several disadvantages. It comes in limited sizes, and is susceptible to marring and scratching.

c. Visibility

Windows facing the street or parking lot should be kept clear of signs and display cases so people on the inside can see who is approaching the building.

d. Other Openings and Roof Access Control

All crawl spaces, ventilation windows, and other utility openings larger than 10 inches need to be secured. Window air conditioners need to be are installed securely so they cannot easily be removed from the outside.

Mail slots in doors should be sealed if a coat hanger or other device can be inserted and used to release the door lock.

Ladders, trees, stacked items, fences, drainpipes, and adjoining rooftops can provide roof access if measures are not taken to deny it. Ladders should be shrouded with locking covers. Stacked items should be removed and stored elsewhere. Tree limbs should be trimmed. But because other means of access may be difficult to deny, it is necessary to secure all rooftop openings. Hatches, skylights, ventilation shafts, air conditioning and heating ducts, and other rooftop entrances need to be secured on the inside with grilles. Those that cannot be secured should be alarmed.

If anything of value is located on the roof, e.g., air conditioning units with copper tubing, consider installing a motion detector that would sound an alarm if someone goes on the roof.

e. Common Walls and Attics

Where a building shares a hollow wall or attic with an adjoining building, these potential entry points need to be sealed off or alarmed.

3. LIGHTING

a. Exterior

Exterior lighting should illuminate all areas of the property, including entry areas, storage yards, trash enclosures, and parking lots. Such lights are usually mounted on poles, the sides of buildings, or the edges of roofs. Timers or photoelectric cells can be used to turn lights on at dusk and off at dawn. And motion sensors can be used to turn lights on when any motion is detected. Streetlights or lights from adjoining properties should not be relied on for lighting the property at night.

It is also important that burnt-out bulbs are replaced promptly, wire covers be installed over lights to protect them from vandals, and padlocks be installed on circuit-breaker boxes to prevent the lights from being turned off. Also, the lights should be directed so they don't shine into the eyes of passing motorists or police patrols.

b. Secure or Backup Electrical Power

Because lights and other security systems work on electrical power it is important that measures be taken to prevent disruption of external power or provide internal backup power. At a minimum, external circuit breakers should be installed in a sturdy box that is locked with a shielded padlock.

4. LANDSCAPING

a. Bushes

Overgrown landscaping helps criminals by blocking visibility and providing hiding places. Bushes should be trimmed to less than 3 feet except where privacy or environmental noise mitigation is a primary concern, or where higher plants would not block any views or provide hiding places. For example, higher bushes could be planted next to a blank wall or the side of a building. And plants with prickly leaves or thorns along fences serve as barriers to control access.

b. Tree Canopies

Tree canopies should be maintained at least 8 feet above the ground. Also, trees should be planted away from walls, fences, and buildings so they cannot be used to enable someone to climb over or onto them.

c. Visibility

Bushes and trees should also be planted away from light poles and cameras, and trimmed so they do not block illumination on the ground or camera fields of view.

5. SIGNS

a. No Loitering or Trespassing

NO LOITERING signs should cite San Diego Municipal Code Sec. 52.30.2. Signs prohibiting trespassing on privately operated business premises should cite San Diego Municipal Code Sec. 52.80.01.

If a Letter of Agency has been filed with the SDPD as discussed in Sec. I.7.f below, the property should be posted with NO TRESPASSING signs stating that a Letter of Agency has been filed and giving the address of the property, the name and phone number of the property owner or manager, and the non-emergency SDPD phone number to report suspicious activities. That number is **(619) 531-2000**. The signs should be at least 18 by 24 inches in size, have a font visible from the nearest public street, not be accessible to vandals, and be posted on the entrances and spaced evenly on the boundaries of the property. A sample sign is also available in the Forms section of the SDPD website at **www.sandiego.gov/police.**

b. Towing Unauthorized Vehicles

Signs on private property prohibiting public parking (or stating that parking is for customers only) and indicating that unauthorized vehicles will be removed at the owner's expense should cite Cal. Vehicle Code Sec. 22658(a) and must contain the telephone number of the local traffic law enforcement agency. The SDPD number for towing impounds is **(619) 531-2844**. And as of January 1, 2007 the name and telephone number of each towing company that is a party to a written towing authorization agreement with the property owner or possessor must be added to the sign. The sign must be displayed, in plain view, at all entrances to the property. It must not be not less than 17 by 22 inches in size, with lettering not less than one inch in height. These sign requirements are specified in Sec. 22658(a)(1).

Signs stating that unauthorized vehicles parked in designated accessible spaces not displaying placards or special license plates issue for persons with disabilities will be towed away at the owners expense, must also contain the address where the towed vehicles may be reclaimed or the telephone number of the local traffic law enforcement agency. The SDPD number for towing impounds is **(619) 531-2844**. Other requirements for these signs are specified in California Vehicle Code Sec. 22511.8.

c. Security Cameras

If signs stating that security or surveillance cameras are installed are posted and the cameras are not monitored all the time, the sign should also include that caveat. This is important in keeping people from having a false sense of security and expecting help in the event they are attacked.

d. No Scavenging

Signs stating that unauthorized collection of refuse or recyclable material is prohibited per SDMC Sec. 66.0402 should be posted on dumpsters. This may help to deter scavenging.

6. PROPERTY CONDITION

a. Address Numbers

Address numbers should be easy to read from either direction of approach from the street or road fronting the property. They should be at least 12 inches high on a high-contrast background, and lighted so they can be seen at night.

b. Graffiti and Trash Removal

The premises should be neat and clean. Graffiti, trash, litter, junk, etc. invite criminal activity because they indicate that the owner or manager doesn't care about the property.

Graffiti should be removed as soon as possible after it is found. This will discourage further vandalism. The graffiti should be covered with matching paint so a "canvas" is not left for the vandals. While prompt graffiti removal helps to deter further vandalism, any graffiti on the property should be photographed before it is painted over or otherwise removed. Also, pick up (without leaving fingerprints) and save discarded paint cans, etc. The photographs and any other evidence should be given to the investigating law enforcement officers.

Hardware or paint stores should be consulted regarding the best products for removing various types of graffiti from specific surfaces without damaging the surface. Extreme care should be used in applying special graffiti removal products like MEK (Methyl Ethyl Ketone) or "Graffiti Remover" on glass or unpainted surfaces.

Graffiti-resistant paint or anti-graffiti coatings should be used on the sides of the building and any other design features that could be vandalized. (The San Diego Park and Recreation Dept. specifies the use of VandlGuard Ten, a non-sacrificial anti-graffiti coating in a three-coat system by Rainguard International, or the equivalent on park furnishings and buildings.) Various protective films are available that can be installed on the outside of windows to prevent window damage from graffiti, knife gouging of scratching, and acid etching.

Loose rocks should be removed or cemented in place so they cannot be removed. Vandals can use them to break glass windows and doors.

c. Refuse and Recyclable Material Container Enclosures

Enclosures for refuse and recyclable material containers should also be locked when the containers in them are not being filled or emptied.

d. Backflow Preventers

Commercial water backflow preventers are being stolen for their brass and copper fittings. These devices should be protected from theft. The following measures should be considered: (1) painting it to make the metal is less valuable, (2) camouflaging it with fake rocks, (3) hiding it in a bush or hedge and painting it green, (4) enclosing it in a protective cage or box that is mounted securely to the ground with tamper-proof locks, and (5) installing a locking-cable system with shielded-shackle locks and a concrete foundation.

7. SECURITY MEASURES

a. Access Control

External doors used by the public and delivery/service people can be left open during office hours. For greater security a receptionist or security guard can be located at these doors to screen people entering the building. Annunciators can be installed to provide an audible tone when a person enters or leaves the building. Or these doors can be locked and a telephone-entry system installed for the public to use to call the office to be visited and have the door "buzzed" open.

All other exterior doors should be kept locked at all times. Building employees can be issued access cards to open these doors. Cards are preferred over keys or keypads because a record can be kept of their use, they can used on other doors in the building, and they can be deactivated when reported lost or stolen, or when the employee leaves. Also, internal doors to storage and supply rooms, and other areas off limits to the public need to be kept locked at all times.

Measures are needed at all exit doors to: (1) ensure that they close and lock when someone leaves the building, and (2) discourage their being propped open for reentry or their use by unauthorized persons, but still open quickly from the inside in an emergency. These include audible alarms that notify building security or management that a door is not closed and locked, a control panel with lights that show which door is open, alarm-activated cameras, card-egress systems, and delayed-egress hardware. (In case of a fire, card- and delayed-egress systems would be overridden by the building's fire alarm system.) When an alarm occurs a security guard or office employee would be dispatched to close and lock the door and investigate the incident.

b. Alarms

A good alarm system can help deter burglars and detect break-ins. A basic system has sensors attached to all doors, windows, and other openings to detect entries. Sensors can also be installed inside a building to detect motion or attempts to enter specific areas. And panic buttons can be installed at cashier and other vulnerable positions.

The telephone line that sends the alarm signal to the alarm company should be hardened so it cannot be cut or if it is cut, the system would generate an alarm at the alarm company. If the telephone line is contained in a box on the outside of the building, the box should be sturdy and locked with a shielded padlock. Alternatively, the system could have a wireless backup that would send the alarm if the telephone wire is cut. Alarm systems usually have batteries for backup power. Batteries need to be checked periodically and replaced if bad.

c. Guards

If uniformed security guards are employed, the company that provides them should be licensed and insured. The guards should be licensed as well.

d. Building Employee Badges

All building employees should wear ID badges or some other means of distinguishing them from others on the premises. Buildings with restricted areas should give their employees photo-ID badges that are color-coded to indicate the areas that the employee is authorized to enter.

e. Cameras and Monitors

Cameras can provide coverage of areas where there is no surveillance by building employees. They should be mounted where they cannot be covered or tampered with.

Cameras are usually used just to provide imagery of and record persons and activities in their fields of view. They can record continually or only when motion is detected. After a crime occurs the imagery can be reviewed for usable evidence. The existence of these cameras helps to deter crime by providing a record of the crime that might be used to identify the perpetrator. But to stop a crime in progress or apprehend the perpetrators someone would have to be observing the imagery and take timely action.

Cameras with flash lights and audio announcements may actually prevent crimes in some cases, e.g., graffiti on a building. The camera would have the side of the building in its field of view and take a flash picture when motion is detected. Then a voice would say that "the police will be called if you don't leave the property immediately."

Surveillance cameras with video analytics or intelligent video software can now be used to detect unusual or suspicious activity as it is occurring. The software will alert personnel who have monitors, but would not be watching them all the time, that a parameter or alarm condition has occurred. The monitors could be located on the premises or at a security company office. In the latter case an Internet link to transmit the imagery would have to be

provided. The SDPD could then be called if a crime is observed. Officers might even arrive in time to catch the perpetrators. And in some cases the imagery could be transmitted directly to the SDPD to decide whether to dispatch officers.

f. Key Control

Some measures that can be taken to prevent unauthorized entry are listed below:

- Issue as few keys as possible. Issue keys to specific areas only to employees authorized to be in those areas. Keep a record of all keys issued. Recover all issued keys when an employee leaves.
- Lock keys in a cabinet or secure area when they are not being used.
- Have different keys for outside doors and inside offices. Do not have a master key to all locks.
- Stamp keys DO NOT DUPLICATE. Remind employees not to leave keys in places where they might be taken, e.g., with a parking lot attendant.
- Stamp or etch a code on each key so identifying tags are not needed.
- Consider changing lock cores and keys when key losses occur.

If possible consider using an access card system in which entries and exits are recorded and codes can be changed easily when a card is lost or when an employee leaves.

g. Letter of Agency

A Letter of Agency authorizes the SDPD to enter your property to ask unauthorized persons to leave the property; and if they refuse to do so or return thereafter, to enforce any law violations on and about the property. It should be filed with the SDPD division in your area. A copy of the form for this Letter can be obtained there or downloaded from the Forms section of the SDPD website at **www.sandiego.gov/police.** Note that this form must be renewed every six months.

II. OFFICE SECURITY REFERENCE MATERIAL

1. DOORS

a. Hardware

Single-swing wooden doors are either of solid or hollow-core construction. All such exterior doors should be solid, at least 1-3/4 inches thick, and have a deadbolt lock. For added security wooden doors can be reinforced with 16-gauge sheet metal.

Double doors are either of wood, metal, or glass with aluminum-framed construction. The glass in doors should be of a type that is not easily broken. (See the material on glass strength in Sec. II.2.) All double doors should have flush bolts installed at the top and bottom of the inactive door. These offer additional security because intruders cannot easily get them unlocked when the door is properly secured. The bolts should be made of steel and have a throw of at least 1 inch.

Motion detectors used to open or unlock exit doors from the inside when a person approaches the door need to be set far enough back from the door so a person outside the door cannot slip something between the door and the frame of a single door or between the doors in a set of double doors to create motion on the inside and thereby open a door. Or install a shield on the outside of the door so a person on the outside cannot slip anything between the door and the frame or between the doors.

Doorknob locks offer no security. Burglars can easily defeat them. All exterior doors and interior doors to garages should have an additional high-quality deadbolt as discussed below.

Hinges should be located on the interior side. Doors with exterior hinges can be a problem if their pins can easily be removed. Then the door can be opened from the outside. Pins can be secured in various ways, depending on the

construction of the door and frame. One way to secure pins in solid wood doors and frames is as follows:

- Drill a 1/2-inch deep hole in the side of the door just above the hinge.
- Insert a 1-inch screw or nail in the hole and leave ½ inch protruding.
- Close the door until the screw or nail contacts the frame.
- Drill a 1/2-inch deep hole in the frame at this point. The screw or nail will fit into this hole when the door is closed to secure the door.

Peepholes with a wide-angle (180 deg) viewer should be installed in all solid exterior doors. They allow persons at the door to be identified without them knowing they are being observed.

Deadbolt locks are of two basic types, single-and double-cylinder. The former has a thumb turn on the inside. The latter requires a key to lock or unlock the door from either side. It is not permitted in the Fire Code. Deadbolts should have the following characteristics:

- Throw of at least 1 inch
- Free-spinning and tapered or angled outer edge of the cylinder guard to make it difficult for a burglar to twist off the lock
- Solid brass, bronze, or steel exterior
- Steel rods or bolts at least ¼-inch in diameter connecting the exterior of the lock to the inside part
- 5-pin tumbler system locking mechanism
- Changeable locking cores
- Resistant to "bumping"

Strikes are the metal plates that are attached to the doorframe or jamb to receive the latch or bolt throw. They should be of heavy-duty construction and installed with at least 4 screws that are 3 to 4 inches long and anchored securely into a wall stud. Otherwise, they become a weak link in door security.

Crossbars, e.g., a metal bar or 2 x 4 inch piece of wood placed in brackets mounted on both side of a door, can be an effective locking mechanism for exterior doors that have an interior swing. Slide bolts made of heavy gauge steel can also be effective.

Panic deadbolts operated by push-bars can be used to secure secondary exits that are designated for emergency use only. They can be alarmed to ring a bell or sound a horn when the door is opened.

Latch guards are steel plates that are attached to doorframes to prevent the locking mechanism from being defeated. They also prevent objects from being inserted between the door and the frame that would be used to damage the door itself.

b. Visibility

Glass doors should be kept clear so employees can see who is approaching the office.

2. WINDOWS

a. Locking Means

Do not rely on the locking means supplied with your windows. Additional security measures are usually necessary.

Louvre windows are difficult to secure because the individual panes can easily be removed. This can be made more difficult by applying a two-part epoxy resin to glue the panes together. However, it is much better to replace this type of window with solid glass or some other type of ventilating window.

Sliding-glass windows can be secured by secondary locking devices such as: a pin in the upper track that extends downward through the inner window frame and into the outer window frame, a thumbscrew-type lock mounted on

the top or bottom track, a wooden or metal dowel placed snugly in the lower track to prevent horizontal movement, and a few metal screws in the track above the window to prevent vertical movement.

b. Glass Strength

Windows are usually made of tempered or safety glass, which shatters easily when hit with a sharp object. This can be prevented by using laminated glass or clear acrylic plastic in these windows. The former has plastic sheets between layers of glass. It looks like safety glass but will not shatter easily, even after repeated blows. The latter is also shatterproof but has several disadvantages. It comes in limited sizes, and is susceptible to marring and scratching.

Small windows at ground should use unbreakable glass or plastic, or some opaque or reflective material that cannot be broken.

3. SIGNS

a. Minimal Cash and Employee Safe Access

Post signs stating that that there is minimal cash on hand, and that employees do not have access to the safe.

b. No Hats or Sunglasses

Post signs requesting that people take off hats and sunglasses when entering your office. This will make them more recognizable in your camera imagery.

4. SECURITY MEASURES

a. Alarms

A good alarm system can help deter burglars and detect break-ins. A basic system has sensors attached to all doors, windows, and other openings to detect entries. Sensors can also be installed inside an office to detect motion or attempts to enter specific areas. And panic buttons can be installed at the reception desk and other vulnerable positions.

When doors are left unlocked, annunciators can be installed to provide an audible tone when a person enters or leaves the office.

b. Guards

If uniformed security guards are employed, the company that provides them should be licensed and insured. The guards should be licensed as well.

c. Employee Badges

All employees should wear ID badges or some other means of distinguishing them from others in the office. Offices with restricted areas should give their employees photo-ID badges that are color-coded to indicate the areas that the employee is authorized to enter.

d. Cameras and Monitors

Cameras can provide coverage of areas where there is no surveillance by employees. They should be mounted where they cannot be covered or tampered with.

Cameras are usually used just to provide imagery of and record persons and activities in their fields of view. They can record continually or only when motion is detected. After a crime occurs the imagery can be reviewed for usable evidence. The existence of these cameras helps to deter crime by providing a record of the crime that might be used

to identify the perpetrator. But to stop a crime in progress or apprehend the perpetrators someone would have to be observing the imagery and take timely action.

Surveillance cameras with video analytics or intelligent video software can now be used to detect unusual or suspicious activity as it is occurring. The software will alert personnel who have monitors, but would not be watching them all the time, that a parameter or alarm condition has occurred. The monitors could be located on the premises or at a security company office. In the latter case an Internet link to transmit the imagery would have to be provided. The SDPD could then be called if a crime is observed. Officers might even arrive in time to catch the perpetrators. And in some cases the imagery could be transmitted directly to the SDPD to decide whether to dispatch officers.

e. Secure Office Equipment

Thefts of computer hardware and other costly items of office equipment can be prevented by anchoring them to a desk or installing an alarm that sounds when they are moved. If neither of these measures is possible, the equipment could be stored in a secure facility when not in use.

f. Property Identification and Inventory

To help deter theft and recover stolen property, the company name or an ID number should be placed on all valuable items in two places, one obvious and one hidden. An ID can be etched on or attached with a permanent adhesive. Owner Applied Numbers (OANs), which are accessible to law agencies throughout the country, can be obtained at no cost from the Crime Prevention Unit at the San Diego County Sheriff's Vista Station by calling **(760) 940-4564**.

Keep an inventory of all furniture, equipment, etc., including serial and ID numbers. Photograph or videotape all valuables.

g. Key Control

Some measures that can be taken to prevent unauthorized access are listed below:

- Issue as few keys as possible. Issue keys to specific areas only to employees authorized to be in those areas. Keep a record of all keys issued. Recover all issued keys when an employee leaves.
- Lock keys in a cabinet or secure area when they are not being used.
- Have different keys for outside doors and inside offices. Do not have a master key to all locks.
- Stamp keys DO NOT DUPLICATE. Remind employees not to leave keys in places where they might be taken, e.g., with a parking lot attendant.
- Stamp or etch a code on each key so identifying tags are not needed.
- Consider changing lock cores and keys when key losses occur.

If possible consider using an access card system in which entries and exits are recorded and codes can be changed easily when a card is lost or when an employee leaves.

h. Cash Handling and Control

The following measures can help prevent cash losses:

- Locate the cash register far enough from the door to prevent a quick grab and run.
- Keep a minimum amount of cash in a register. Put excess cash in a drop safe with a time lock.
- Display signs stating that employees do not have access to the safe.
- Close register drawers after each transaction. Lock registers when they are not attended.

i. Safes

Safes can be standing or mounted in floors or walls. Standing safes should be securely anchored to the floor. The back should be against a wall so it will not be accessible. Floor safes should be located where they can be concealed.

Burglar-resistant safes should be used for money and other valuables. Fire-resistant safes should be used for records. Both types should have an Underwriters Laboratory (UL) label with their effectiveness ratings.

j. Cashier Protection

Where the threat of armed robbery is serious, install a bullet-resistant glass, plastic, or laminate shield with a sliding transaction window to protect cashiers.

k. Back Door Peepholes

Install 180-deg peepholes in back doors. Of concern is the possibility that a robber might hide next to the door and wait for an employee to open it. A peephole will enable employees to see that it is safe to open the door. Another possibility is a camera that covers the area around the door. The monitor would be inside the store near the door where employees can see it before opening the door.

I. OFFICE BUILDING SECURITY SURVEY FORM

Building name _____
Address_____

Check items that need attention and identify corrective measures in the space below:

1. DOORS
_ a. Hardware (motion detectors, locks, peepholes, latch guards, etc.)
_ b. Clear of signs, etc.

2. WINDOWS AND OTHER OPENINGS
_ a. Locking means (primary and secondary)
_ b. Glass strength
_ c. Visibility (panes clear of signs)
_ d. Other openings and roof access secured
_ e. No access through common walls and attic

3. LIGHTING
_ a. Exterior
_ b. Secure or backup electrical power

4. LANDSCAPING
_ a. Bushes trimmed to less than 3 ft.
_ b. Tree canopies trimmed to at least 8 ft.
_ c. Not blocking lights or cameras

5. SIGNS
_ a. No loitering or trespassing
_ b. Towing unauthorized vehicles
_ c. Security camera warning
_ d. No scavenging

6. PROPERTY CONDITION
_ a. Address numbers at least 12-in. high and visible from street and alley
_ b. No graffiti, trash, junk, loose rocks, etc.
_ c. Outside refuse and recyclable material container enclosures locked
_ d. Secure backflow preventers

7. SECURITY MEASURES
_ a. Access controls (receptionist or guard in lobby, exit door controls, etc.)
_ b. Alarms
_ c. Guards
_ d. Building employee badges
_ e. Cameras and monitors
_ f. Key control
_ g. Letter of Agency

II. OFFICE SECURITY SURVEY FORM

Office name _____
Address_____

Check items that need attention and identify corrective measures in the space below:

1. DOORS
_ a. Hardware (locks, peepholes, latch guards, etc.)
_ b. Clear of signs
_ c. Height marks next to exit doors

2. WINDOWS
_ a. Locking means (primary and secondary)
_ b. Glass strength

3. SIGNS
_ a. Minimal cash and employee safe access
_ b. No hats or sunglasses

4. SECURITY MEASURES
_ a. Alarms
_ b. Guards
_ c. Employee badges
_ d. Cameras and monitors
_ e. Secure office equipment
_ f. Property identification and inventory
_ g. Key control
_ h. Cash handling and control
_ i. Safes
_ j. Cashier protection
_ k. Back and side door peepholes